

Retention and Classification Report

Agency: Department of Workforce Services. Adjudication Division (1462)

140 East 300 South
Salt Lake City, UT 84111
536-7680

Records Officer Kent Naisbitt

23149 Fair hearing case files
24239 Information release requests

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 23149

3

TITLE: Fair hearing case files

DATES: 1995-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 5.00 cubic feet.

DESCRIPTION:

These files document public entitlement hearings for cases such as denial of welfare, reduction in benefits, possible fraud, and other entitlement decisions. Information includes judgement by default, notice of informal hearing, notice of support debt, administrative hearing checklist, notice of hearing, notice of appeal, subpoenas, stipulation and order, divorce decree, finding of facts and decree, orders, assignment of collection of support, written answer, attorney notes, correspondence, summons, proof of payment, affidavits, transcripts, notice of settlement, and other supporting documentation.

RETENTION:

Retain 10 years after case is closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 23149

TITLE: Fair hearing case files

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 24239

3

TITLE: Information release requests

DATES: 2002-

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

This series contains GRAMA requests for public assistance, unemployment insurance, wage, new hire and other department information. Records include GRAMA requests and department responses, copies of released documents, and charges incurred and paid by the requesting parties. Information may also include names, employment histories, Social Security numbers, and other relevant information.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy provided no litigation is pending.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 02/22/2010

FORMAT MANAGEMENT:

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Paper: Retain in Office for 2 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Legal

These records have administrative value as they are used for program management. They have legal value as they are required by the Government Records Access and Management Act.

AGENCY: Department of Workforce Services. Adjudication Division

SERIES: 24239

TITLE: Information release requests

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302(1)(a),(b), and (g); (2)(b) and (d).

SECONDARY CLASSIFICATION(S):

Controlled. 63G-2-304.

Public

Protected. 63G-2-305.